



United States  
Department of  
Agriculture

Rural  
Housing  
Service

**Oregon AN No. 1204(1980)**

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Office Hours 8:00 am - 4:30 PM

March 19, 2001

**SUBJECT:** Guaranteed Rural Housing (GRH) Program  
Preparation of GRH Case File

**TO:** Rural Development Managers  
Rural Development  
Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide guidance on the preparation of the Guaranteed Rural Housing (GRH) loan case file.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces Oregon AN No. 1128(1980) issued August 25, 1998, which expired on September 30, 1999.

**IMPLEMENTATION RESPONSIBILITIES:**

Exhibit A to this AN provides a document list and order in which documents must be filed in respective positions of the GRH case file. This method is generally accepted in the conventional lending field and will continue to be adopted with all GRH case files.

Because case file storage is minimal, we will begin storing GRH case files off sight, by fiscal year in which the loan was made. Therefore, it becomes very important that the previous implementation of label preparation be followed. The following is an example of a GRH case file label:

**EXPIRATION DATE:**  
March 31, 2002

**FILING INSTRUCTIONS:**  
Proceeding RD Instruction 1980-D

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Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, DC 20250

White Label:

NAME (Borrower)	GRH 01
NAME (Co-Borrower)	
ORIGINATING LENDER	
AREA OFFICE	

"GRH 01" represents the fiscal year in which the loan was obligated. As fiscal years change, the number following "GRH" will also change.

If you have any questions regarding this Administrative Notice (AN), please feel free to contact Single Family Housing at (503) 414-3335.

LYNN SCHOESSLER  
State Director

Attachment